

Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au



Development application | Council

How to exhibit a development application

Version: 3.0

Last Updated: August 2026



Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

How to exhibit a development application

Copyright and disclaimer

© State of New South Wales through the Department of Planning, Housing and Infrastructure 2026. Information in this publication is based on knowledge and understanding at the time of writing, August 2026, and is subject to change. For more information, please visit nsw.gov.au/copyright

DPHI-MC-R-WC-V3.0

Contents

Introduction.....	1
Steps	2
1. How to create the exhibition during the preliminary assessment stage.....	2
2. How to create the exhibition after the preliminary assessment screen has been completed.....	7
3. How to edit the details of an exhibition.....	10
What happens next?.....	14
More information	15
Recommended step-by-step guides.....	15

Introduction

Councils can initiate and manage the exhibition of a development application or modification to a development application through the Online DA service from the preliminary assessment stage through to determination of the application.

Council can indicate to publish the exhibition on the NSW Planning Portal website, or their own council website. When the functionality to publish on the NSW Planning Portal website is used, the exhibition is published here -

<https://www.planningportal.nsw.gov.au/daexhibitions>. Interested parties can make their submission through the online form for council consideration.

This guide outlines the steps for the management of exhibition details within the Online DA service on the NSW Planning Portal. This includes arranging and editing exhibitions.

 **Note:** You will need a NSW Planning Portal council user account to access the functionality within this document. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

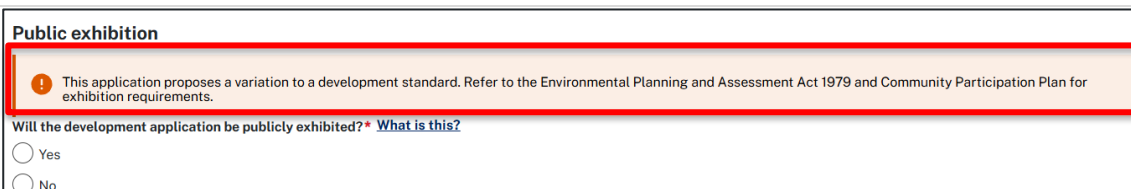
1. How to create the exhibition during the preliminary assessment stage

 **Note:** The steps below will guide you through the process to complete the exhibition details for an application from the preliminary assessment screen.

An exhibition can be created whilst completing the preliminary assessment stage via a dedicated exhibition question. If you answer 'Yes' to the question, 'Will the development application be publicly exhibited?', you will be prompted to input exhibition details upon submission of this stage.

If 'No' is selected to the question 'Will the development application be publicly exhibited?', council can create the exhibition using the 'Actions' menu. The outline of this process is covered in section 2 of this guide.

 **Note:** If the applicant proposes a variation to development standards when submitting their development application, a message will appear to alert the consent authority under the 'Public exhibitions' section.



Public exhibition

 This application proposes a variation to a development standard. Refer to the Environmental Planning and Assessment Act 1979 and Community Participation Plan for exhibition requirements.

Will the development application be publicly exhibited?* [What is this?](#)

☐ Yes

☐ No

1. On the 'preliminary assessment' screen, select 'Yes' to indicate the application is to be publicly exhibited.

 This application proposes a variation to a development standard. Refer to the Environmental Planning and Assessment Act 1979 and Community Participation Plan for exhibition requirements.

Will the development application be publicly exhibited? * [What is this?](#)

☒ Yes

☐ No

2. Click the calendar symbol and choose an exhibition start and end date.

Public exhibition dates

Select the dates the development application will be on public exhibition

Start date * 

End date * 

 **Note:** This date must be a date in the future.

3. After completing the questions on the preliminary assessment screen, click 'Submit'.

 **Note:** After submitting, you will be directed to the Exhibition details screen.

4. Click 'Yes' to indicate you would like to exhibit this application on the NSW Planning Portal.

Exhibition details

 Daisy Council **Days Elapsed** 0

Would you like to exhibit this application on the NSW Planning Portal? * 

☒ Yes

☐ No

 **Note:** If you do not wish to exhibit on the NSW Planning Portal website, select 'No' above and then 'Submit' to proceed to the 'Final assessment' stage.

5. Enter the title for the exhibition. This text will be published on the website as the exhibition title.

Exhibition title * 

The exhibition starts and end dates will be pre-populated based on the entry made on the preliminary assessment screen. The dates can be edited by clicking on the calendar icon for each option.

Exhibition start date* 21/08/2026

Exhibition end date* 11/09/2026

Exhibition period is more than 14 days

Reason for extending public exhibition period* [What is this?](#)

Remaining: 512 characters

Note: If the exhibition 'start' and 'end' dates above are greater than 14 days a message will appear 'Exhibition period is more than 14 days' and a mandatory reason for extending public exhibition period must be entered in the space provided.

6. (Optional) Enter comments in the space provided.

Comments

Remaining: 512 characters

7. (Optional) To record advertisements placed in newspapers, click 'Add newspaper' and complete the details of the newspaper:

Add newspaper

- Enter the name of the newspaper
- Indicate if the slot has been booked
- Select the circulation date from the calendar

Add newspaper

Name of newspaper the advertisement is booked in*

Has newspaper slot been booked? *

Yes

No

Date of newspaper circulation*

Remaining: 100 characters

Note: If there are multiple newspaper advertisements, repeat the above steps as required.

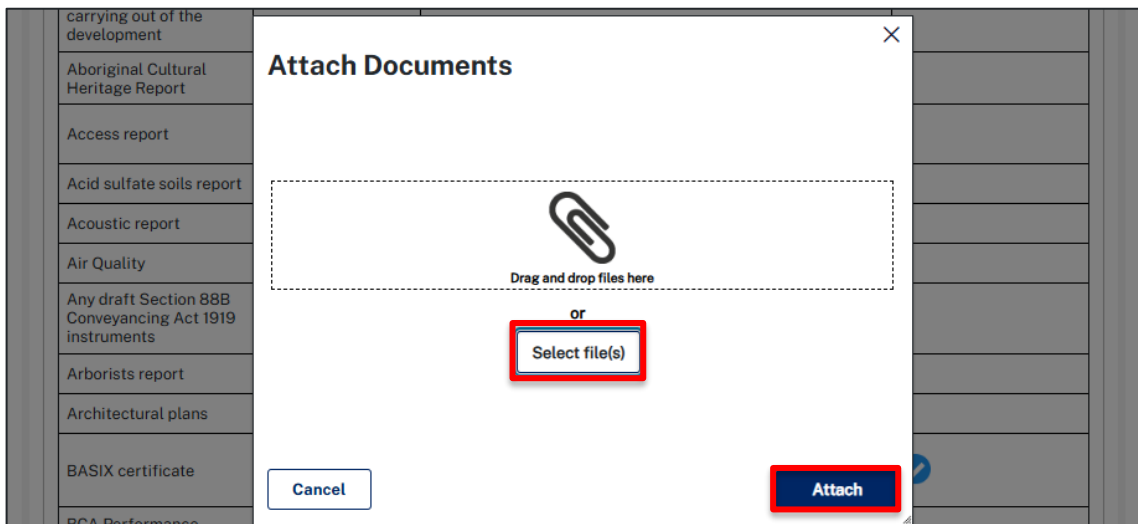
 **Tip:** To remove an entry, select the rubbish bin beside the fields for this question.

8. Click 'Upload' to upload any additional documents to the application that will be publicly exhibited. Those provided by the applicant as part of the application process will be displayed in a table further down this page titled 'Documents available to be published'.

If you need to amend any attachments please delete and upload a replacement document.

Upload

- Select file (s) or drag and drop
- Select the appropriate category from the drop-down menu for each file
- Click 'Attach'.



9. Select the publish checkbox against each document that is to be published on the NSW Planning Portal.

Documents available to be published			
Document type	File name	Upload date	Select to publish
Cost estimate report	Cost estimate report.pdf	28/11/25 9:11 AM	☒
Generated contributions form	Contributions form.pdf	28/11/25 9:11 AM	☒
Statement of environmental effects	Statement of environmental effects.pdf	28/11/25 9:11 AM	☒

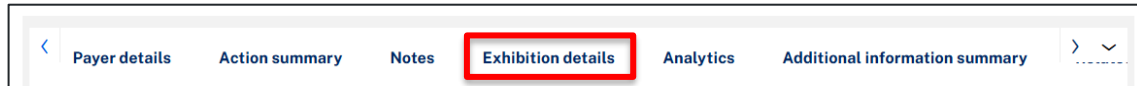
 **Note:** Any documents you uploaded in step 9 will appear in the table under the 'Upload' button, and those that had already been provided by the applicant will be displayed in the table titled 'Documents available to be published'.

10. Click 'Submit'.



A horizontal bar containing three buttons. From left to right: a 'Cancel' button, a 'Save and exit' button, and a 'Submit' button which is highlighted with a red border.

 **Note:** An exhibition case will be created. This will have a prefix 'EXH-' and can be accessed from the 'Exhibition details' tab within the relevant application.

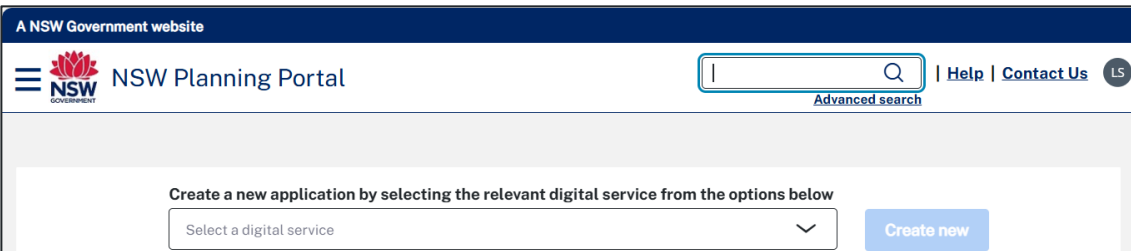


A horizontal tabbed interface. The tabs are: 'Payer details', 'Action summary', 'Notes', 'Exhibition details' (highlighted with a red border), 'Analytics', and 'Additional information summary'. There are navigation arrows on the left and right sides of the tabs.

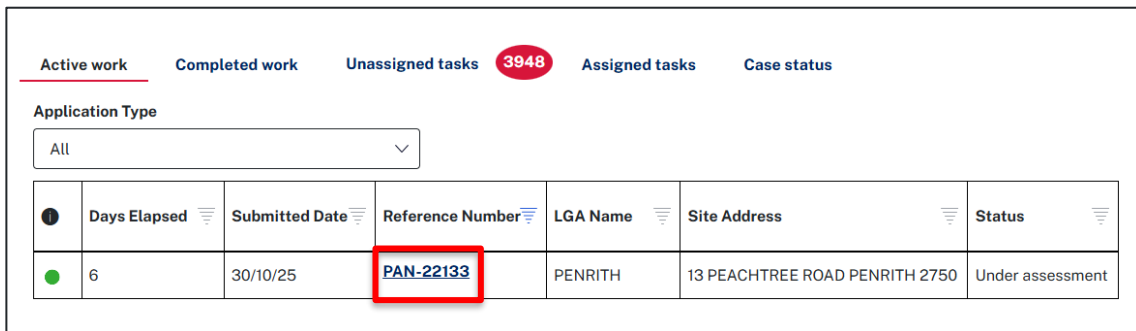
2. How to create the exhibition after the preliminary assessment screen has been completed

 **Note:** The steps below will guide you through the process to create an exhibition for an application after the preliminary assessment screen has been submitted. This occurs when 'No' is selected to the question 'Will the development application be publicly exhibited?'. Council can create an exhibition using the 'Actions' menu up until determination. This step is only to be used when exhibiting on the NSW Planning Portal website.

1. Log in to the NSW Planning Portal to display your dashboard.

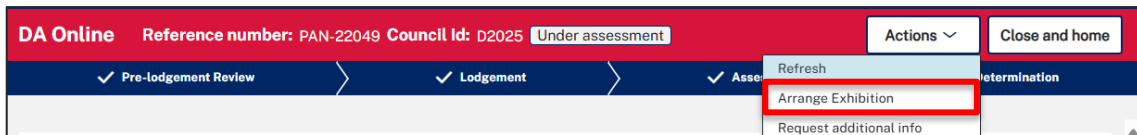


2. Click on the application reference number to display the application.



Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
6	30/10/25	PAN-22133	PENRITH	13 PEACHTREE ROAD PENRITH 2750	Under assessment

3. Select 'Arrange Exhibition' from the 'Actions' dropdown menu.



 **Note:** The 'Arrange Exhibition' screen will open for you to complete the exhibition details.

4. Enter the title for the exhibition. This text will be published on the website as the exhibition title.

Exhibition title*

5. Enter the exhibition start and end dates by clicking on the calendar icon for each option.

Exhibition start date* 21/08/2026  Exhibition end date* 11/09/2026 

 Exhibition period is more than 14 days

Reason for extending public exhibition period * [What is this?](#)

Remaining: 512 characters

-  **Note:** If the exhibition start and end dates above are greater than 14 days a message will appear 'Exhibition period is more than 14 days' and a mandatory reason for extending public exhibition period must be completed.

6. (Optional) Enter comments in the space provided.

Comments

Remaining: 512 characters

7. (Optional) To record advertisements placed in newspapers, click 'Add newspaper' and complete the details of the newspaper:

- Enter the name of the newspaper
- Indicate if the slot has been booked
- Select the circulation date from the calendar

Name of newspaper the advertisement is booked in*

Has newspaper slot been booked? * ☐ Yes ☐ No

Date of newspaper circulation* 

Remaining: 100 characters

-  **Note:** If there are multiple newspaper advertisements, repeat the above steps as required.

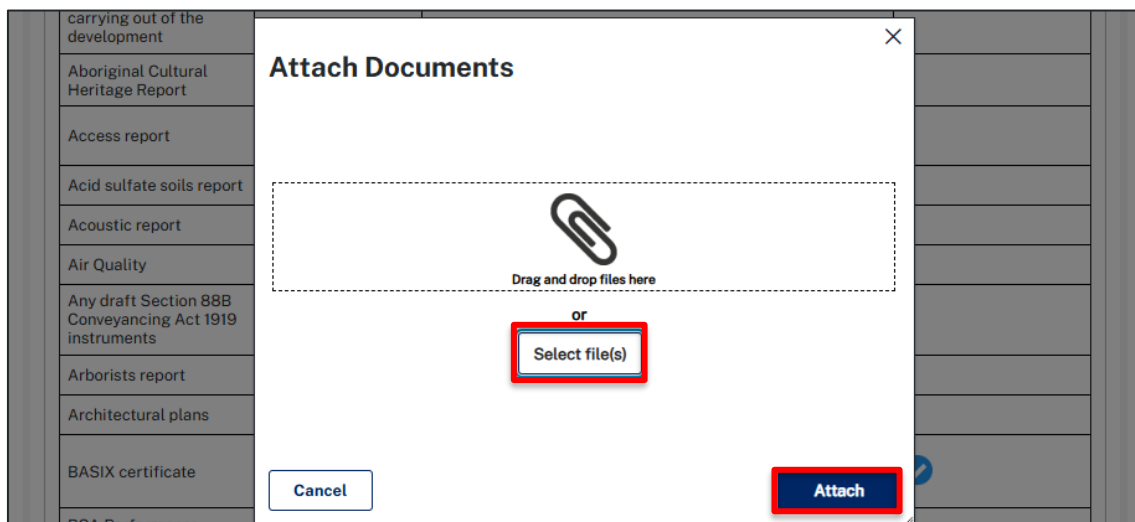
 **Tip:** To remove an entry, select the rubbish bin beside the fields for this question.

8. Click 'Upload' to upload any additional documents to the application that will be publicly exhibited. Those provided by the applicant as part of the application process will be displayed in a table further down this page titled 'Documents available to be published'.

If you need to amend any attachments please delete and upload a replacement document.

Upload

- Select file (s) or drag and drop
- Select the appropriate category from the drop-down menu for each file
- Click 'Attach'.



9. Select the publish checkbox against each document that is to be published on the NSW Planning Portal.

Documents available to be published

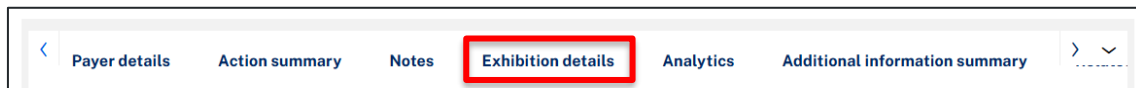
Document type	File name	Upload date	Select to publish
Cost estimate report	Cost estimate report.pdf	28/11/25 9:11 AM	☒
Generated contributions form	Contributions form.pdf	28/11/25 9:11 AM	☒
Statement of environmental effects	Statement of environmental effects.pdf	28/11/25 9:11 AM	☒

 **Note:** Any documents you uploaded in step 9 will appear in the table under the 'Upload' button, and those that had already been provided by the applicant will be displayed in the table titled 'Documents available to be published'.

10. Click 'Submit'.

A horizontal bar containing three buttons: 'Cancel' on the left, 'Save and exit' in the middle, and 'Submit' on the right. The 'Submit' button is highlighted with a red border.

 **Note:** An exhibition case will be created. This will have a prefix 'EXH-' and can be accessed from the 'Exhibition details' tab within the relevant application.

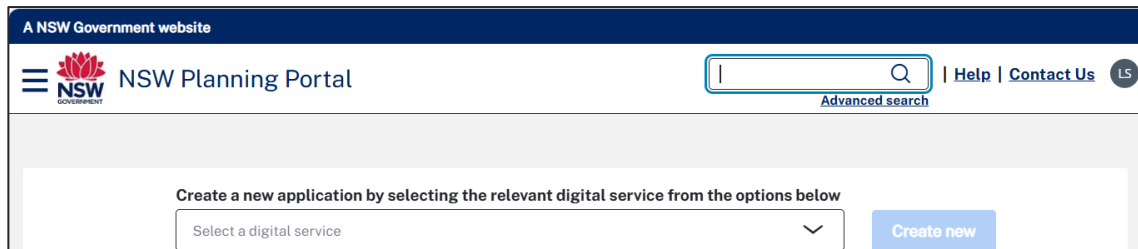
A horizontal tab bar with six tabs: 'Payer details', 'Action summary', 'Notes', 'Exhibition details', 'Analytics', and 'Additional information summary'. The 'Exhibition details' tab is highlighted with a red border.

11.

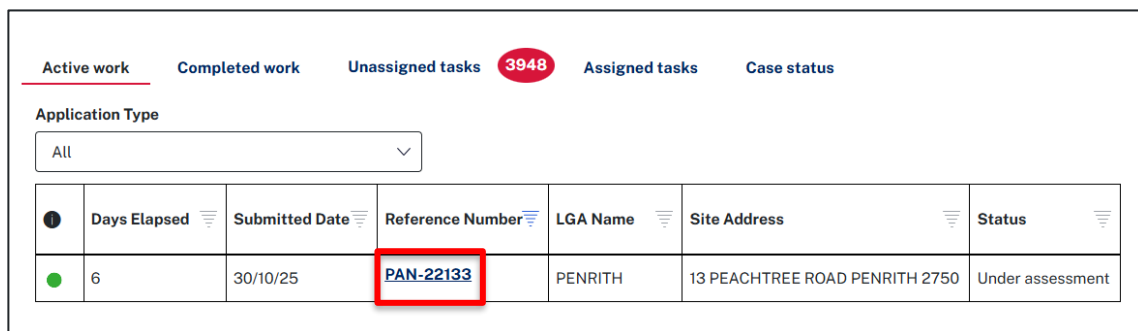
3. How to edit the details of an exhibition

Changes can be made to exhibition details up to the closing date of the exhibition. The steps below will guide you through the process to edit an existing exhibition.

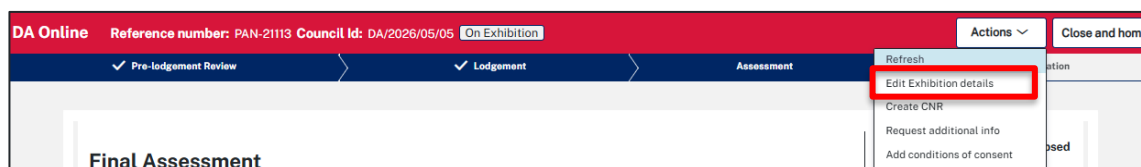
1. Log in to the NSW Planning Portal to display your dashboard.

A screenshot of the NSW Planning Portal dashboard. It features the NSW Government logo, a search bar, and a 'Create new' button. The 'Create new' button is highlighted with a blue border.

2. Click on the application reference number to display the application.

A screenshot of the application dashboard. It shows a table with columns: 'Days Elapsed', 'Submitted Date', 'Reference Number', 'LGA Name', 'Site Address', and 'Status'. The 'Reference Number' column contains the value 'PAN-22133', which is highlighted with a red border. The 'Status' column contains the value 'Under assessment'.

3. Select 'Edit Exhibition' details from the 'Actions' dropdown menu.



The screenshot shows the top navigation bar of the DA Online system. It includes the 'DA Online' logo, reference number (PAN-21113), council ID (DA/2026/05/05), and a status indicator 'On Exhibition'. Below this is a progress bar with three stages: 'Pre-lodgement Review' (checked), 'Lodgement' (checked), and 'Assessment' (current stage). On the right, there are buttons for 'Actions' and 'Close and home'. The 'Actions' dropdown menu is open, showing options: 'Refresh', 'Edit Exhibition details' (highlighted with a red box), 'Create CNR', 'Request additional info', and 'Add conditions of consent'. Below the progress bar, the text 'Final Assessment' is visible.

4. Edit the title for the exhibition, if needed. This text will be published on the website as the exhibition title.



The screenshot shows a text input field labeled 'Exhibition title*'. The field contains the text 'DA1234-Dwelling house with large shed'. The entire input field is highlighted with a red box.

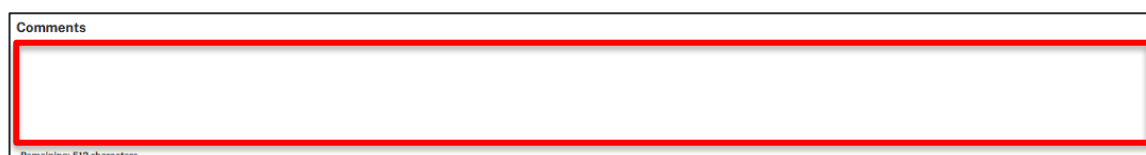
5. The exhibition start and end dates will be pre-populated based on the previously input information. If the exhibition has already commenced, you cannot change the exhibition start date.



The screenshot shows two date input fields. The first field is labeled 'Exhibition start date' and contains the date '25/05/2026'. The second field is labeled 'Exhibition end date*' and contains the date '26/05/2026'. Both fields are highlighted with a red box. Below the date fields, there is a warning message in a yellow box: 'Exhibition period is more than 14 days'. Below the warning, there is a text area labeled 'Reason for extending public exhibition period * What is this?'. The text area is highlighted with a red box. At the bottom of the text area, it says 'Remaining: 512 characters'.

Note: If the exhibition start and end dates above are greater than 14 days a message will appear 'Exhibition period is more than 14 days' and a mandatory reason for extending public exhibition period must be completed.

6. (Optional) Enter comments in the space provided.



The screenshot shows a text input field labeled 'Comments'. The field is empty. The entire input field is highlighted with a red box. At the bottom of the field, it says 'Remaining: 512 characters'.

7. (Optional) To record advertisements placed in newspapers, click 'Add newspaper' and complete the details of the newspaper:



The screenshot shows a button labeled 'Add newspaper'. The button is highlighted with a red box.

- Enter the name of the newspaper
- Indicate if the slot has been booked
- Select the circulation date from the calendar

Note: If there are multiple newspaper advertisements, repeat the above steps as required.

Tip: To remove an entry, select the rubbish bin beside the fields for this question.

8. Click 'Upload' to upload any additional documents to the application that will be publicly exhibited. Those that you have previously selected for publication will already have a checkbox enabled beside them.

- a. Select file (s) or drag and drop
- b. Select the appropriate category from the drop-down menu for each file
- c. Click 'Attach'.

9. Select the publish checkbox against each document that is to be published on the NSW Planning Portal or unselect documents you do not want to publish.

Documents available to be published			
Document type	File name	Upload date	Select to publish
Cost estimate report	Cost estimate report.pdf	28/11/25 9:11 AM	☒
Generated contributions form	Contributions form.pdf	28/11/25 9:11 AM	☒
Statement of environmental effects	Statement of environmental effects.pdf	28/11/25 9:11 AM	☒

10. Click 'Submit'.

Cancel	Save and exit	<input checked="" type="button" value="Submit"/>
---------------------------------------	--	--

- 11.

What happens next?

- For new exhibitions, an exhibition case will be created. This will have a prefix 'EXH-' and can be accessed from the Exhibition details tab within the relevant application.
- The exhibition case can be accessed from either the 'Exhibition details' tab or 'Related cases' tab within the relevant application.
- The status of the development application will update from 'Under assessment' to 'On Exhibition' once the exhibition has commenced. On the exhibition commencement date, the activity will be published on the NSW Planning Portal [Development Applications On Exhibition](#) page. Submissions can be made from this location until the period ends.
- Any submissions received via the NSW Planning Portal will be available on the 'Exhibition details' tab for consideration.
- Council can upload any submissions received directly to council. For more information refer to step-by-step guide 'How to manage submissions'.
- Once the exhibition period ends, the status of the exhibition will change to 'Under consideration' and then 'Determined'. The documents that were exhibited are not visible once the application is 'Determined'.

More information

Need help using the NSW Planning Portal?



View the Support Hub

24/7 access to step-by-step guides, short videos and frequently asked questions.



Submit an online assistance form

Submit a support enquiry via our online form.



Call customer support

For urgent or complex support needs, call the team on 1300 305 695.



Attend a training session

Learn to use the NSW Planning Portal in an online training session.

Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

- How to register for a NSW Planning Portal account
- How to manage submissions
- How to complete the preliminary assessment stage
- How to review and lodge or return a development application
- How to request additional information
- How to navigate the NSW Planning Portal dashboard

These documents can be found on the [NSW Planning Portal Support Hub](#).